



## GEORGIA EMERGENCY MANAGEMENT AGENCY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) REQUIREMENTS

*LEPC composition and responsibilities according to GEMA and the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA, also known as Title III of the Superfund Amendments and Reauthorization Act):*

### **Membership** (Reference: EPCRA Section 301 (42 USC §11001c))

Each Local Emergency Planning Committee (LEPC) shall include, at a minimum, representatives from each of the following entities:

- |  |   |
|--|---|
| <input type="checkbox"/> Elected state and local officials | <input type="checkbox"/> Local environmental                        |
| <input type="checkbox"/> Law enforcement                   | <input type="checkbox"/> Hospital                                   |
| <input type="checkbox"/> Emergency management              | <input type="checkbox"/> Transportation                             |
| <input type="checkbox"/> Fire fighting                     | <input type="checkbox"/> Broadcast and print media                  |
| <input type="checkbox"/> First aid                         | <input type="checkbox"/> Community groups                           |
| <input type="checkbox"/> Health                            | <input type="checkbox"/> Owners and operators of covered facilities |

### **Initial Process of Formation** (Reference: EPCRA Section 301 (42 USC §11001c))

- Appoint a chairperson
- Establish rules for the committee to operate by, including provisions for:
  - Public notification of committee activities
  - Public meetings to discuss the emergency plan (see the section below)
  - Response to public comments
  - Distribution of the emergency plan
- Establish procedures for receiving information
- Establish procedures for processing requests from the public
- Designate a person to serve as a coordinator for information

### **Comprehensive Emergency Response Plan** (Reference: EPCRA Section 303 (42 USC §11003))

Each LEPC shall have a comprehensive emergency response plan that is reviewed annually. The plan must:

- Identify facilities and carriers that handle hazardous materials.
- Identify routes used for the transportation of hazardous materials.
- Identify at-risk or vulnerable populations and facilities (such as hospitals, natural gas facilities, nursing homes, schools, etc.)
- Detail methods and procedures to be followed by facility owners/operators and first responders in the event of a release.
- Identify facility emergency coordinators.
- Detail the public notification procedure in the event of a release.
- Identify methods for determining the at-risk population and geographic area in the event of a release.
- Provide a description of available emergency response equipment and identify the persons responsible for such equipment.

- Evacuation plans, including provisions for precautionary evacuations and alternative traffic routes.
- Training programs, including schedules of training for local emergency response and medical personnel.

LEPCs may fulfill this requirement in many ways. Some acceptable alternatives to a stand-alone plan are:

1. A hazard-specific annex to the local Emergency Operations Plan
2. An ESF 10 annex to the local Emergency Operations Plan

*Please note that, if these alternatives are used, the requirements listed are still necessary to qualify as an LEPC.*

### Facility Hazardous Materials Reporting to LEPCs

The SERC requires facilities to submit their Tier II reports using E-Plan. E-Plan will satisfy local reporting requirements for LEPCs and fire departments. Below are the reporting requirements involving LEPCs that are described in federal law. However, LEPCs have the ability to create additional reporting requirements within their jurisdiction that meet the needs of their community.

At minimum, LEPCs must have procedures in place to process and coordinate the following reports:

| Section Number  | Facility Reporting Criteria  | Report Type  | Frequency of Reporting                                     |
|---|--|--|--|
| EPCRA Sections 302 and 303 (42 USC §11002, §11003)    | Have present at <u>any one time</u> an extremely hazardous substance* in quantity equal or greater than the threshold planning quantity*   | Tier II (E-plan)   | One time   |
| EPCRA Section 304 (42 USC §11004)<br><br>CERCLA § 312 | Release of an extremely hazardous substance in quantity equal to or greater than reportable quantity<br>OR<br>Release of a CERCLA hazardous substance in quantity equal to or greater than reportable quantity   | Immediate: Verbal (document call)<br><br>Follow-up: written                | Immediate upon knowledge of release with written follow-up |
| EPCRA Section 311 (42 USC §11021)                     | Have present at <u>any one time</u> an OSHA hazardous chemical in quantity equal to or greater than 10,000 lbs.<br>OR<br>An extremely hazardous substance in quantity equal to or greater than the threshold planning quantity or 500 lbs., <i>whichever is less</i> | MSDS list of hazardous chemicals and health affects (E-Plan)               | One time with revision when there are changes              |
| EPCRA Section 312 (42 USC §11022)                     | Have present at <u>any one time</u> an OSHA hazardous chemical in quantity equal to or greater than 10,000 lbs.<br>OR<br>An extremely hazardous substance in   | Tier II (E-plan)—<br>Emergency &<br>Hazardous Chemical<br>Inventory Report | Annually by<br>March 1                                     |

\* The list of extremely hazardous substances is defined in Section 302 of EPCRA (42 USC § 11002). The list itself and the applicable threshold planning quantities can be found in the appendices to 40 CFR 355. Updates as of 2006 can be seen on the Federal Register, 71 FR 47121 (Vol. 71, No. 158).

|  |   |  |  |
|--|---|--|--|
|  | quantity equal to or greater than the threshold planning quantity or 500 lbs., <i>whichever is less</i> |  |  |
|--|---|--|--|

**Annual Public Notice** (*EPCRA Section 324 (42 USC § 11044)*)

The LEPC must publish information annually to let the public know where and during what hours information on the following is available: emergency response plans, chemical lists, inventory forms, toxic release forms, and follow-up emergency notices.

**State Emergency Response Commission (SERC) Oversight**

*Membership (EPCRA Section 301 (42 USC 11001))*

According to EPCRA, the SERC shall appoint members of an LEPC. In Georgia, we ask that the LEPC nominates its membership and the county Emergency Management Agency recommends this membership list to the SERC for approval.

*Emergency Plan Review (EPCRA Section 303 (42 USC § 11003))*

After completion of an emergency plan, the LEPC shall submit a copy of the plan to the SERC for review and approval.

**Formation of an LEPC**

To become an official LEPC, the committee must:

1. Demonstrate to the SERC that it meets all the EPCRA requirements and;
2. Nominate members for consideration through the county Emergency Management Agency.

The SERC will respond by appointing the LEPC and/or providing suggestions. At the time of appointment, the LEPC will be eligible for Hazardous Materials Emergency Preparedness (HMEP) funding as a subgrantee of the state.

You may begin this process by contacting the LEPC/HMEP Coordinator.

**Contact Information**

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